



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development
DIVISION OF CORPORATIONS, BUSINESS AND
PROFESSIONAL LICENSING

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Medical License Renewal Information

Review the [FAQ page](#) for important information about CME requirements for renewals, including the new legislative requirement for education in pain management and opioid use and addiction.

We cannot accept the 2016 renewal applications for the December 2018 renewal.

Online renewal and updated renewal forms will be available in November 2018.

- **APPLICATION PROCESSING:** The average time to process a paper application is 3-4 weeks from the date it is received in this office, complete with all correct forms, supporting documents and appropriate fees paid. If the application is incomplete, the applicant will be notified of the incomplete and/or incorrect documents and fees. Start the process far enough in advance to allow for processing time. Applications are reviewed in order of receipt in our office, and walk-in customers should not expect immediate review.

For faster processing, use our convenient online [MyLicense](#) application process and opt-in for electronic communications.

- **ONLINE SERVICES:** Access our convenient online services by registering with [MyLicense](#). New online features will help you manage your professional license. Using [MyLicense](#) will enable you to renew your license online, update your email and mailing address, and receive electronic communication about licensure, regulations changes, and other important information.
 1. Visit the MYLICENSE customer home page at: ProfessionalLicense.Alaska.Gov/MYLICENSE
 2. If you have an existing myAlaska account, enter your account information. If not, please create an account. You will be redirected to the MY LICENSE customer home page.
 3. Under Access an Existing License, enter your license number and Web Authorization Code, if one has been provided. This information is on your renewal notice.
 4. To renew your license, simply select the license you wish to renew from the Professional Licensing section.
- **LICENSE TERM:** There is no grace period. If you choose not to renew your license, it will lapse. It is illegal for you to practice if your license is lapsed. Licenses are issued for a two-year period and expire on December 31 of even-numbered years, regardless of the date of issuance (except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date.) One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.
- **"YES" RESPONSES:** A "Yes" response in the application does not mean your application will be denied. If you have responded "Yes" to any professional fitness questions in the application, be sure to submit a signed and dated explanation, and the required documentation or letter from your treating physician.
- **ADDRESS OR NAME CHANGE:** You are required by law to keep your current address on file with the division. Failure to receive a renewal notice is not considered an excuse for nonrenewal. Name and address change notification forms are available on the Division's website. The address of record with the Division will be used to send renewals

and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

- **INACTIVE LICENSES:** You may not practice medicine or write prescriptions in Alaska with an inactive license, even if only occasionally. Before you renew your license as inactive, please carefully review regulation 12 AAC 40.033 regarding reactivation requirements.
- **LAPSED LICENSES:** You may not practice medicine or write prescriptions in Alaska with an inactive license, even if only occasionally. If you choose not to renew your license before it lapses, you may renew the license at a later date only after meeting the requirements of regulation 12 AAC 40.025. Licenses that are expired for more than five years may not be renewed or reinstated.

Prescription Drug Monitoring Program (PDMP)

- **MANDATORY REGISTRATION:** All Alaska health care practitioners who have a DEA registration and prescribe schedule II, III, and IV controlled substances must register with the PDMP.

You will not be able to complete the renewal process until you have complied with the mandatory registration process.

- **Practitioners must review** PDMP information before dispensing, prescribing, or administering a federal schedule II or III controlled substance. The exception(s) are:
 - receiving treatment in an inpatient setting;
 - at the scene of an emergency or in an ambulance;
 - in an emergency room;
 - immediately before, during, or within the first 48 hours after surgery or a medical procedure;
 - in a hospice or nursing home that has an in house pharmacy;
 - a nonrefillable prescription of a controlled substance in a quantity intended to last for not more than three days.
- [PDMP Web Page](#): Register | Sign In | Submit Data | Find Information
- [Guideline Regarding Prescribing Controlled Substances](#) issued by the State Medical Board
- [PDMP Registration Requirements for Prescribers and Pharmacists](#)
- [Comprehensive Guide to PDMP Requirements and Effective Dates](#)
- [Joint Committee on Prescriptive Guidelines Report to Alaska State Legislature](#)
- Learn more about reducing addiction at: [Opioids.Alaska.Gov](#)



Continuing Medical Education

- Only those CME hours actually awarded during the concluding licensing period may be used to satisfy the requirements for a license renewal.
- If you have not met the requirements of law for continuing medical education, you are not eligible to renew your license. Contact the Division office for additional information.

- **Physicians** must complete an average of 25 hours of continuing medical education (CME) during each year of the previous licensing period. Licenses are renewed biennially, so physicians must have earned 50 credit hours during the concluding licensing period in order to qualify for renewal. Courses must be Category 1 of AMA-approved education, or Category 1 or 2 of AOA-approved education.

There is a new legislative requirement for a minimum of two hours of education in pain management and opioid use and addiction (unless you do not hold a valid DEA registration). For license renewals, at least two of the total hours of CME that are required to qualify for renewal must be specific to pain management and opioid use and addiction. Courses must be category 1 of AMA-approved education, or Category 1 or 2 of AOA-approved education. For a podiatrist, it may instead be earned in a continuing medical education program from a provider that is approved by the Council on Podiatric Medical Education (CPME).

The Alaska Department of Health and Social Services has published a resource page for opioid CME on their website: [Continuing Education on Opioids, Pain Management, and Addiction](#).

To fully document compliance with the opioid education requirement, the title/description of the program on your Certificate of Completion should specifically reference all three areas of the required subject matter: pain management, opioid use, addiction.

- **Physician assistants** must maintain a current active NCCPA certification to qualify for renewal.
- **Paramedics** must complete 60 hours of Board-approved continuing medical education (CME) for each year of the previous licensing period. Licenses are renewed biennially, so paramedics must have earned 120 credit hours during the concluding licensing period in order to qualify for renewal. CME hours must include current ACLS and BLS, as well as 6 hours of pediatric emergency education. Information about approved paramedic CME is available in the [Board-issued guidelines](#).
- **Random Audit:** After renewal is completed, the Board will conduct a random audit of license application renewals. If your license is randomly selected for audit, you will be notified in writing. You will be required to submit copies of your certificates and other documentation that proves that you have satisfied the continuing medical education requirements as you have claimed on the renewal form. Retain your documents on file for at least four years so you can respond to audits. Do not submit your CME documents until they are requested.